

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Denver Regional Census Center**

<http://www.census.gov/roden/www/emply.html> (cut and paste)

**HOW TO APPLY FOR
LCO MANAGEMENT POSITIONS**

The Census Bureau will be opening up 28 Local Census Offices. Each will be staffed by 1 Local Census Office Manager and 5 Assistant Managers. Locations are on page 2.

**(THIS DOCUMENT CONTAINS INFORMATION ON APPLICATION
PROCEDURES FOR THE FOLLOWING RECRUITMENT BULLETINS.)**

The Recruiting Bulletins are posted on the above website.

Local Census Office Manager	3199-09-LCOM-05
Assistant Manager for Field Operations	3199-09-AMFO-06
Assistant Manager for Administration	3199-09-AMA -07
Assistant Manager for Recruiting	3199-09-AMR -08
Assistant Manager for Quality Assurance	3199-09-AMQA-09
Assistant Manager for Technology	3199-09-AMT -10

The positions will be filled by September 2009. This document outlines the steps for a successful application.

**STEP ONE – DETERMINE THE POSITION YOU ARE APPLYING FOR
& IF YOU MEET THE MINIMUM QUALIFICATIONS**

Determine which position(s) you are interested in applying for (see the bulletins on the website for a description of duties). Your application/resume must clearly indicate experience which meets at least level “c” in the Evaluation Criteria Statement in order to be qualified for the position. The Evaluation Criteria Statement is attached to the bulletin.

DUTY LOCATION/PAY RATE/ *BI-LINGUAL SELECTIVE FACTOR							
State	Local Census Office	LCOM	AMFO	AMA	AMR	AMQA	AMT
AZ	Phoenix-NE	\$ 27.00	\$ 22.50	\$ 19.25	\$ 19.25	\$ 19.25	\$ 19.25
	Phoenix-NW	\$ 27.00	\$ 22.50	\$ 19.25	\$ 19.25	\$ 19.25	\$ 19.25
	Phoenix-SE	\$ 27.00	*\$ 22.50	\$ 19.25	*\$ 19.25	\$ 19.25	\$ 19.25
	Phoenix-SW	\$ 27.00	\$ 22.50	\$ 19.25	*\$ 19.25	*\$ 19.25	\$ 19.25
	Tucson	*\$ 25.75	\$ 21.25	\$ 18.00	*\$ 18.00	\$ 18.00	\$ 18.00
	Window Rock	**\$24.00	\$ 19.50	\$ 16.25	**\$16.25	\$ 16.25	\$ 16.25
	Yuma	*\$ 25.50	*\$ 21.00	\$ 17.75	*\$ 17.75	\$ 17.75	\$ 17.75
CO	Aurora	\$ 28.75	\$ 24.25	\$ 21.00	\$ 21.00	\$ 21.00	\$ 21.00
	Denver	\$ 28.75	\$ 24.25	\$ 21.00	\$ 21.00	\$ 21.00	\$ 21.00
	Grand Junction	\$ 24.50	\$ 20.00	\$ 16.75	\$ 16.75	\$ 16.75	\$ 16.75
	Greeley	*\$ 25.00	\$ 20.50	\$ 17.25	*\$ 17.25	\$ 17.25	\$ 17.25
	Pueblo	\$ 23.00	*\$ 18.50	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25
	Westminster	\$ 28.75	\$ 24.25	\$ 21.00	\$ 21.00	\$ 21.00	\$ 21.00
MT	Great Falls	\$ 23.00	\$ 18.50	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25
	Missoula	\$ 23.00	\$ 18.50	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25
NE	North Platte	\$ 23.00	\$ 18.50	\$ 15.25	\$ 15.25	\$ 15.25	\$ 15.25
	Omaha	\$ 26.00	\$ 21.50	\$ 18.25	*\$ 18.25	\$ 18.25	\$ 18.25
NV	Henderson	\$ 26.50	\$ 22.00	\$ 18.75	\$ 18.75	\$ 18.75	\$ 18.75
	North Las Vegas	\$ 26.50	\$ 22.00	\$ 18.75	\$ 18.75	\$ 18.75	\$ 18.75
	Reno	\$ 26.00	\$ 21.50	\$ 18.25	\$ 18.25	\$ 18.25	\$ 18.25
NM	Las Cruces	*\$ 23.00	*\$ 18.50	\$ 15.25	*\$ 15.25	*\$ 15.25	\$ 15.25
	Santa Fe	*\$ 24.25	\$ 19.75	\$ 16.50	*\$ 16.50	\$ 16.50	\$ 16.50
ND	Fargo	\$ 26.00	\$ 21.50	\$ 18.25	\$ 18.25	\$ 18.25	\$ 18.25
SD	Sioux Falls	\$ 23.50	\$ 19.00	\$ 15.75	\$ 15.75	\$ 15.75	\$ 15.75
UT	Ogden	\$ 23.50	\$ 19.00	\$ 15.75	\$ 15.75	\$ 15.75	\$ 15.75
	Provo	\$ 23.50	\$ 19.00	\$ 15.75	\$ 15.75	\$ 15.75	\$ 15.75
WY	Casper	\$ 25.00	\$ 20.50	\$ 17.25	\$ 17.25	\$ 17.25	\$ 17.25
	Cheyenne	\$ 25.00	\$ 20.50	\$ 17.25	\$ 17.25	\$ 17.25	\$ 17.25

(* , ** These positions require bi-lingual skills. See Selective Factor on page 3.)

***HISPANIC BILINGUAL SELECTIVE FACTOR:**

- This position requires the possession of specialized knowledge, skills and/or abilities, in addition to meeting the basic qualifications outlined below. Only applicants who show evidence of meeting the following factor will be considered for this position. If you do not meet this factor you are disqualified for this position. In addition to addressing the Evaluation Criteria you must also **submit a separate, individual statement addressing the Selective Factors below giving examples of meeting these factors.** A bilingual interview in Spanish will be conducted.
- **Spanish speaking ability.**

****NAVAJO BILINGUAL SELECTIVE FACTOR:**

This position requires the possession of specialized knowledge, skills and/or abilities, in addition to meeting the basic qualifications outlined below. Only applicants who show evidence of meeting the following factor will be considered for this position. If you do not meet this factor you are disqualified for this position. In addition to addressing the Evaluation Criteria **you must also submit a separate, individual statement addressing the Selective Factor giving examples of meeting this factor.** A bilingual interview in the Navajo language will be conducted.

- **Navajo speaking ability.**

STEP TWO-TESTING Call the nearest Early Local Census Office (See Appendix A) to schedule an appointment to take the one-hour Census Supervisor Test (D-270).

Applicants will complete the following forms at the testing session:

- BC-170D, Census Employment Inquiry*
- OF-306, Declaration for Federal Employment*
- I-9, Employment Eligibility Verification*
- D-237, Certificate of VSIP or “Buyout” (*if applicable*)
- D-270, Census Supervisor Test (1 hour test)

Asterisked (*) forms are also available on our website. You may download them and bring them with you to the test session.

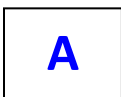
Applicants **MUST** bring the following documents to the testing session:

- List of three references (personal or professional) - name, phone number and address.
- If you are claiming any type of veteran’s preference, a copy of DD-214, Certificate or Release or Discharge from Active Duty.

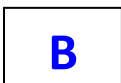
- If you are claiming 10-point veteran preference, submit SF-15, Application for 10-Point Veteran Preference and supporting documentation (i.e., letter from the VA, certificates, etc.). SF-15 may be obtained from <http://www.opm.gov/forms>
- **Two** forms of **current** acceptable identification – one **document from list A and one from list B.**
- Resume', or OF-612 and evaluation criteria (see step 3)

One photo identification: Must be a CURRENT Federal or State issued ID

Some examples include, but are not limited to:



- U.S. Passport
- Driver's License or State ID card
- U.S. Military card or Military dependent's ID card
- Photo ID issued by federal, state, or local government agencies or entities



- U.S. Social Security card
- Original, or certified copy of a birth certificate
- Native American tribal document
- U.S. Citizen ID card (Form I-197)

STEP THREE -Application:

- You must submit 1 application packet for each position. Your application must clearly indicate what position and location(s) you are applying for. Identify the bulletin number.
- An application packet consists of (1) a resume' or OF-612, (2) evaluation criteria statement, selective factor (if applicable) and other documents, for example, if you are claiming veteran's preference, you must submit a DD-214, SF-15 (for 10 points) and supporting documentation.
- ***OF-612, Optional Application for Federal Employment*** (PDF version is available on the above website), **OR** a **Resume'** (any format). The following must be included on the OF-612 or Resume':

Recruiting Bulletin number (e.g. **3199-09-LCOM-05**) & location(s).

Your full name (first, middle & last), mailing address (including zip), day and evening phone numbers (with area code), and e-mail address.

List of your work duties and accomplishments relating to the job for which you are applying; paid and non-paid related work experience. Your experience must be sufficient to

support the evaluation criteria statement. For each work experience include: job title, series/grade (if Federal employment), salary, duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (month/year), hours per week (full-time or part-time), and indicate if we may contact your current supervisor/employer.

Country of citizenship (this Federal position requires U.S. citizenship).

- **Evaluation Criteria Statement:**

You must address the evaluation criteria statement (attached to each Recruiting Bulletin). If you do not submit this statement, your application packet is incomplete and you will not receive consideration.

STEP FOUR – APPLICATION DEADLINE:

- You must be scheduled to take the test by the closing date of the bulletin.

STEP FIVE – HOW TO APPLY:

- **For applicants taking the D-270 Supervisory test for the first time:** Application materials **MUST** be submitted in person at the testing session. If you did not bring all of your application materials to the test site, you will be allowed 3 business days after the test session to submit them to the address below. It is to your benefit to bring a complete packet.
- **IF YOU HAVE ALREADY TAKEN AND PASSED THE D-270 SUPERVISOR TEST, YOU MAY MAIL IN YOUR APPLICATION PACKET TO THE FOLLOWING ADDRESS** with the notation that you have taken the D-270, Census Supervisor Test. Please Note: The Census Bureau administers many tests. You must have taken the D-270, 1 Hour Census Supervisor Test, not the ½ hour Field Test. Otherwise, you must sign up for the supervisory test. If you send in your application and you have not taken the Supervisory test, you will not be considered.

U.S. Census Bureau, Denver Regional Census Center
6950 West Jefferson Avenue, Suite 250
Attn: Recruiting Unit
Lakewood, CO 80235-2032

(FAXES AND E-MAILS WILL NOT BE ACCEPTED DUE TO THE VOLUME)

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF
RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL
ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE
ORGANIZATION, OR OTHER NON-MERIT FACTOR

APPENDIX A

CALL TO SCHEDULE A SUPERVISORY TEST TO WORK IN THE FOLLOWING OFFICES:

ARIZONA

Window Rock Office..... 928-286-5620
Phoenix Office 602-427-0680
Tucson Office 520-918-1800
Yuma Office..... 520-918-1800

COLORADO

Aurora Office..... 303-406-7020
Denver Office 303-406-7020
Grand Junction Office 719-234-0380
Greeley Office 303-406-7020
Pueblo Office..... 719-234-0380
Westminster Office 303-406-7020

MONTANA

Great Falls Office..... 406-373-8340
Missoula Office 406-373-8340

NEBRASKA

North Platte Office 402-479-2320
Omaha Office 402-479-2320

NEVADA

Henderson Office 702-750-3430
North Las Vegas Office 702-750-3430
Reno Office 702-750-3430

NEW MEXICO

Las Cruces Office 505-348-5340
Santa Fe Office 505-348-5340

NORTH DAKOTA

Fargo Office..... 701-222-9460

SOUTH DAKOTA

Sioux Falls Office 605-355-5320

UTAH

Ogden Office 801-736-5060
Provo Office 801-736-5060

WYOMING

Cheyenne Office..... 303-406-7020
Casper Office..... 406-373-8340

APPENDIX B - GUIDE: EVALUATION CRITERIA STATEMENT

- ❖ You **must** complete the Evaluation Criteria Statement for **each** position you are applying for.
- ❖ In “Column A”, circle the answer which best fits your experience; circle an answer for **all three** questions.
- ❖ In “Column B”:
 - Write the specific name of the position (as listed on your OF-612/Resume), for all three questions, which supports your answer; *or*
 - If your supporting experience is *not* listed on your OF-612/Resume, write the employer’s name & address, title of position, dates of employment, and a **detailed** description of the experience which supports your answer. Attach continuation sheet if necessary.
 -
- ❖ Your answer to all three questions **must** be supported by: your OF-612/Resume, **OR** by a complete description in Column B. Failure to support your answers with a detailed description of your experience will result in a lower rating, or loss of consideration.
- ❖
- ❖ When describing your experience on the OF-612/Resume, or in Column B- include the actual (or estimated) number of employees you supervised. Also include the level of management you worked at (i.e. General Manager, First-Line Supervisor...), the number of management levels, and a detailed answer for *each part* of the question.

Each position has a
different Evaluation
Criteria Statement

EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING	
COLUMN A	COLUMN B
<p>Applicants are required to answer each of the three questions below in Column A by circling the best response and completing the corresponding information in Column B.</p> <p>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</p> <p>a. I have managed a geographically dispersed team of recruiters that included <u>all</u> of the following: a) managing at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included <u>all</u> of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment of recruitment goals, and development of recruitment strategies.</p> <p>b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised <u>one</u> lead(s)); b) managing equal to or more than 10 employees; and c) included <u>some</u> of the following responsibilities: testing of applicants, accomplishing recruiting goals, and development of recruitment strategies.</p> <p>c. I have managed recruiting activities as a recruiter and have supervised a staff of employees, but I supervise another recruiter/supervisor/team-lead or I am the level/user of subordinate management, but the staff is less than 10 employees. I have also been responsible for <u>some</u> of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruiting goals.</p> <p>d. My experience is less than what is described above.</p>	<p>Applicants are also required to complete the following.</p> <p>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. OR</p> <p>2. Write in the space below your experience that supports your answer. In addition to listing your experience, you <u>must</u> include the employer's name and address, the title of the position, and the dates of employment.</p> <p style="text-align: center;"><i>Response must support answer circled in Column A.</i></p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>XYZ Company 1234 Lane Ave, Seattle, WA 98101 Recruiter, 5/2000-10/2005 As a Recruiter, I managed a staff of <u>12</u> employees; I was the <u>first-line</u> supervisor. As a Recruiter, I worked with the HR Dept. to determine the hiring need. I then created a strategy to recruit the required number of qualified applicants. I executed my</p> </div>

Circle the appropriate
answer in Column A

Support your answer by
completing Column B. Your
answer must be supported by
information provided in Column B,
or on your OF-612/Resume.

Appendix C - ADDITIONAL INFORMATION

- ❖ This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- ❖ Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- ❖ Individuals with a disability may request reasonable accommodations by calling telephone numbers listed on Appendix A
- ❖ Payment of relocation expenses IS NOT authorized.
- ❖ You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined or jailed.
- ❖ Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).
- ❖ If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- ❖ Applicants must be 18 years of age or older to be hired.
- ❖ Veteran's Preference –Applicants who do not provide the supporting documentation for the 10-point preference (SF-15), but do provide the documentation for the 5-point preference (DD-214), will receive the 5-point preference only (until the documentation for the 10-point preference is received).
- ❖ Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes will not be accepted.
- ❖ Because of the volume of anticipated applications, we will not accept applications via fax or e-mail.